

Lucas County LEPC Meeting Minutes Lucas County Emergency Services Building December 10, 2009

Order of Business

Chairman, Ryan Grant brought the meeting to order at 12:15 PM.

- September 17, 2009 Minutes Approved
- A quorum of eight of the required thirteen groups was present.

Old Business

Committee Reports

- *Executive Committee:* Ryan Grant reported that the six month contract for Mike Frey is set to expire December 18, 2009. The Executive Board recommended renewing the contract with Mike Frey for an additional six months. Motion to renew the contract by Joe Walter, seconded by John Barnes. Motion approved.
- *Training:* Ryan Grant reported that he will be conducting a HazMat Technician course at Owens Community College in January 2010.
- *Exercise:* Mike Frey reported that the sub-committee has met with USEPA and a contractor called Weston to begin development of a tabletop exercise. The date of the exercise is scheduled for March 31, 2009.
- *Finance:* 2009 Budget report attached. (See table 1)

Matt Heyrman presented the proposed 2010 LEPC Budget. Walt Van Dromme made a motion to approve the budget, seconded by John Barnes. Motion approved (See table 2)

Matt Heyrman requested the LEPC pass a resolution to allocate \$20,000 from unappropriated funds to Line Item: 9041-4801-546400. Motion to approve the resolution by Tony Sloma, seconded by Walt Van Dromme. Motion passed.

- *Grants:* Kathy Silvestri reported that the Public Relations Sub-Committee is pursuing a grant to assist with public education materials.
- *Plan Review:* Walt Van Dromme reported the Ohio SERC has concurred with the 2009 Plan Review submission. Chief Van Dromme also explained that is has been discovered that the LEPC plan will require more work than what Mike Frey will be able to accomplish under his contract. Therefore, the Plan Review committee would like to propose the LEPC enter into a contract with Laura Stead to revise the plan in 2010. Motion to approve by Joe Walter, seconded by Kathy Silvestri. Motion Passed.

- *Information Coordinator:* Joe Walter reported that USEPA has requested documents concerning Delta Fuels.
- *Emergency Coordinator:* No Report
- *Public Relations:* Kathy Silvestri reported that the next LEPC Toledo Blade article is planned for February 2010.
- *Compliance:* Tony Sloma reported that the subcommittee has discussed recent cases and has made recommendations to the board for approval. (See table 3).

New Business

- Joe Walter made a motion to reinstitute the policy of providing lunch at LEPC Meetings. Motion approved.
- Joe Walter discussed the need to create a records retention policy for the LEPC. Ryan Grant requested that Mr. Walter head up an ad hoc committee to pursue this.
- The next meeting of the LEPC will be January 21, 2010 at 12:15 PM. The meeting will be held in the third floor conference room of the Lucas County Emergency Services Building.
- Meeting adjourned.

Respectfully submitted,

Michael Frey

Consultant
Lucas County LEPC

Table 1: 2009 Budget Report

	Budgeted	Actual	Projected
	\$	\$	\$
2008 Carryover	(11,878.70)	(11,878.70)	(11,878.70)
Lucas Co. OMB Cash Advance	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
	\$	\$	\$
2009 Beginning Balance	8,121.30	8,121.30	8,121.30
2009 Revenues			
	\$	\$	\$
Grants - Federal	21,060.00	7,361.03	13,111.03
	\$	\$	\$
Grants - State	58,476.00	50,174.00	50,174.00
	\$	\$	\$
Other Receipts	11,000.00	68,059.10	68,059.10
	\$	\$	\$
Total	90,536.00	125,594.13	131,344.13
2009 Expenditures			
	\$	\$	\$
Contract Services	40,000.00	39,166.57	40,000.00
	\$	\$	\$
Supplies	500.00	430.00	430.00
	\$	\$	\$
Postage	1,000.00	654.94	700.00
	\$	\$	\$
Copying	200.00	\$ -	\$ -
	\$	\$	\$
Telecommunications	500.00	307.46	360.00
	\$	\$	\$
Training	3,500.00	388.00	388.00
	\$	\$	\$
Miscellaneous	2,615.00	2,141.28	2,141.28
	\$	\$	\$
Equipment	5,000.00	\$ -	\$ -
	\$	\$	\$
Total	53,315.00	43,088.25	44,019.28
	\$	\$	\$
Balance	45,342.30	90,627.18	95,446.15
	\$	\$	\$
Balance Less Debt Service	25,342.30	70,627.18	75,446.15

Table 2: Proposed 2010 Budget

	<u>Budgeted</u>
	\$
2009 Projected Carryover	75,446.15
2010 Revenues	
	\$
Grants - Federal	9,500.00
	\$
Grants - State	58,065.00
	\$
Other Receipts	11,000.00
	<u>\$</u>
Total	78,565.00
2010 Expenditures	
	\$
Contract Services	52,000.00
	\$
Supplies	500.00
	\$
Postage	400.00
Advertising &	\$
Printing	5,000.00
	\$
Copying	200.00
	\$
Telecommunications	500.00
	\$
Training	10,000.00
	\$
Miscellaneous	2,615.00
	\$
Equipment	7,350.00
	<u>\$</u>
Total	78,565.00
	\$
Balance	75,446.15

Table 3: Compliance Cases

December 2009 Compliance Subcommittee Recommendations				
<u>Company</u>	<u>NOV Source</u>	<u>Proposed Penalty</u>	<u>Status</u>	<u>LEPC Vote</u>
Keenan Advantage	Late 30 Minute notification	\$10,675	Sub-Committee recommends sending NOV Letter	Approved
Advantage Tank Lines	Voluntary Late 30-Day Report	\$260.00	Sub-Committee recommends sending NOV letter.	Approved

FedEX	Voluntary Late 30-Day Report	\$67.75	Sub-Committee recommends sending NOV letter.	Approved
Loeffler Trucking	Late 30-Day Report	\$8602.50	Sub-Committee recommends sending NOV letter.	Approved
Fed Ex Freight	Late 30-Day Report	\$9,000	Sub-Committee recommends sending NOV letter.	Approved
Werner Enterprises	Late 30-Day Report	\$7650	Sub-Committee recommends sending NOV letter.	Approved